



Position Description

Position Title: Theater Technical Coordinator

Immediate Supervisor: Theater Services Manager

Work Schedule: 25 hours weekly, varies for events

Position Status: Hourly Position

Position Overview:

Chapman Cultural Center (CCC) is seeking to fill the position of Theater Technical Coordinator (TC). The TC would be responsible for the maintenance, oversight, and technical operations of CCC's Theater. These responsibilities will include the oversight of the theater's presentations and projects, all backstage and back of house personnel, equipment, operations, lighting, sound, and coordinating necessary maintenance. During periods when the services of the TC are not required in the theater, their services will be used in the maintenance and usage of technical equipment in other areas of CCC. The TC reports to the Theater Services Manager.

Due to the high volume and complexity of the Chapman Cultural Center theater operations and the need to carefully coordinate the activities of both resident partner agencies and outside renters, the TC must demonstrate a significant degree of both technical expertise and diplomatic skills to properly manage the use of the theater on a daily basis and maintain a standard of excellence. TC is responsible for the efficient and safe operation of CCC Theater facilities and equipment.

Competencies:

- Associates degree in Theater Production, Sound Engineering, Lighting, or Media Arts
- Supplementary three to five years of work related experience with training in technical theater and/or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities
- Must be able to work flexible hours on nights and weekends
- Knowledge of technical operations, methods, materials, practices and procedures involved in theater operation
- Technical Theatre skills: sound, lighting, stagecraft; management of stage crews
- Knowledge of signal flows, microphone patching, and cable running processes
- Knowledge/experience devising and implementing technical plans for productions

- Ability to work collaboratively in a diverse environment
- Comprehensive knowledge of safety measures and hazards related to theater production
- Must have a student mentality- open to learning new systems and processes
- Resourceful and independent but capable of being a good team player
- Able to work with minimal supervision
- Must be able to lift 50lbs

How to apply: Submit a resume and cover letter to pjones@spartanarts.org